



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Education Office of Administrative Services Regional Education Services Division Atlanta GA 30334	Application Number 81-322	
Application Number		Date Received APR 22 1981	Date Completed MAY 21 1981
2. Person to Contact Mrs. Connie Hunt		Working Title Principal Secretary	Telephone Number 656-2446
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest 1979 to date		5. Records Series Title (followed by title used in office, if different) Regional Directors' Memo Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Regional Education Services Division is responsible for providing liaison services between the State Department of Education and the 187 local school systems and 16 CESAs (Cooperative Education Service Agencies). It provides monitoring in administrative areas dealing with State Board of Education policies and State laws; administers state school standards through on-site appraisal of standards applications; assists local school systems in the development of local facility plans; conducts pupil-teacher ratio and attendance audits; provides liaison services to accrediting agencies and principals' organizations; compiles school systems data for directories, school calendars, and the State legislature. These services are provided through the Division Director, 10 Regional Directors (located in offices throughout the state), and 1 Administrator assigned to work with the principals' organizations.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: coordinating information to, and activities of, the 10 regional directors located throughout the state. Included are: memoranda, each consecutively numbered and printed on blue paper, to the Educational Services Regional Directors from the Division Director. File is arranged: chronologically by calendar year; thereunder numerically consecutive.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>12</u> ; Seven to twelve months old <u>8</u> ; Thirteen to twenty-four months old <u>2</u> ; twenty-five months and older <u>1/3</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____ ; Legal-size drawers _____ ; Shelves _____ ; Other (specify) <u>2-3"</u>			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	N/A	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Each Educational Services Regional Office
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 3 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

These files needed for three years to carry out unit mission with local school systems throughout the state.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 3 _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

Central Office copy: transfer to State Archives for permanent retention, and
Regional Office copies: destroy.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	4/17/81	Walker L. Baumgardner	4-17-81
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	5-19-81
		Secretary of State/Designee	5-18-81
		Attorney General/Designee	5-20-81